

No. 3316 -F(Y)

Dated, 29th October 2021

MEMORANDUM

Sub : Acceptance of tender by the Work Executing Departments on behalf of Non Works Departments

In terms of this Department Memorandum No. 30-F(Y) dated 05.01.2021 Chief Engineers of Works Executing Departments can accept tenders upto the value of ₹ 5 crore under his own financial power and upto any value with the approval of the Government appointed tender committee provided the bid rate is not more than 10% above the amount put to tender.

2. It has been learnt that some Works Departments, after inviting tenders on behalf of the requisitioning non-Works Departments, are referring the cases for acceptance of tenders beyond the delegated financial power of the Chief Engineer in his/her own capacity to the requisitioning Non Works Departments. But Works Departments are executing works on behalf of the non Works Departments which do not have the requisite technical expertise.

3. Thus, it is hereby clarified that according to the Memorandum ibid, the Chief Engineers of Works Executing Departments can accept tenders with at least 3 qualified bids on behalf of the requisitioning non-Works Departments upto any value with the approval of the Government appointed tender committee of the Executing Department itself, subject to the Budget Provision and the Administrative Approval & Financial Sanction (AAFS) amount approved by the respective non Works Department.

4. In case there are at least 3 qualified bidders and the L1 bid rate is more than 10% above the estimated amount put to tender, the concerned Works Department will forward the case with necessary justifications to Finance Department for acceptance only if it considers the rate to be reasonable as per the prevalent market.

5. Wherever required, Revised Administrative Approval and Financial Sanction will have to be obtained from competent authority.

6. Further, in case of acceptance of tender with less than 3 qualified bids discovered during 2nd or subsequent calls, the concerned Works Department and it's FA setup will have to follow the provisions stipulated in FD Memo No. 1973-F(Y) dated 30.06.2021 read with Memo No. 6989-F(Y) dated 19.11.2018 and other related orders issued in this respect.



Principal Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____
_____ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Director, _____
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
9. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
12. Commissioner, _____ Division, _____
13. District Magistrate / District Judge / Superintendent of Police, _____

14. Sub-Divisional Officer, _____
15. Treasury Officer, _____

16. Block Development Officer, _____
17. Group ____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Deputy Secretary to the
Government of West Bengal